FLOIS
User Guide

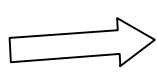## Family Literacy Online Information System

Part 1

- ➢ Log In
- ➢ Program
- ➢ Site
- ➢ Staff
- ➢ Family Enrollment

Logging in to FLOIS

Go to www.bobpopp.com/flois.
Type in your USER ID and PASSWORD.

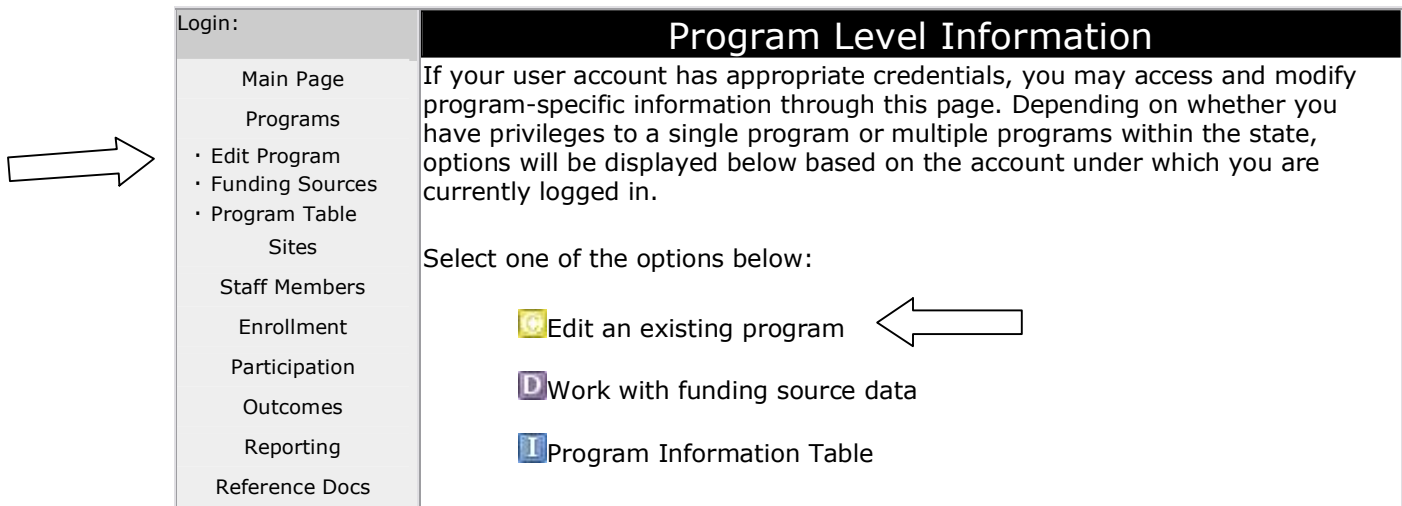| FLOIS > Login	
Login: **Anonymous** No Access (No Scope)	## System Login
Main Page	FLOIS requires appropriate login accounts. You may have been redirected to this page because your session timed out. To prevent that, avoid spending more than a few minutes on any page.
Programs	**User ID** [ ]
Sites	**Password** [ ]
Staff Members	
Enrollment	LOGIN
Participation	
Outcomes	
Reporting	
Reference Docs	

When you click the LOGIN button, FLOIS will take you to the main screen.
New users should begin by clicking the Program link. As on most FLOIS pages, you navigate by using the links on the left side of the page, or with links in the center of the page.

FLOIS > Main		Log Out
Login: **floisb** Staff Member (Single program)	## FLOIS Main Page	
Main Page		
Programs	• Program | Site | Staff	
Sites	• Enrollment | Participation | Outcomes	
Staff Members	• Family | Adult | Child	
Enrollment	• View **reports**	
Participation		
Outcomes	LOGIN	
Reporting		
Reference Docs		

Program
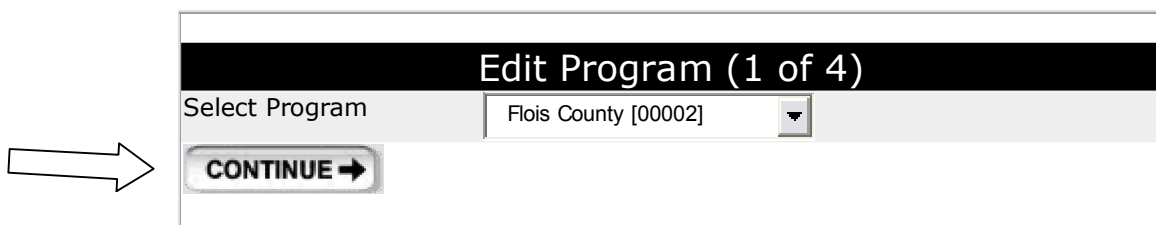
New users should begin by Editing Program information.
Click the link for Edit Program.

Login:	Program Level Information
Main Page	If your user account has appropriate credentials, you may access and modify program-specific information through this page. Depending on whether you have privileges to a single program or multiple programs within the state, options will be displayed below based on the account under which you are currently logged in.
Programs	
· Edit Program	
· Funding Sources	
· Program Table	
Sites	Select one of the options below:
Staff Members	
Enrollment	Ⓖ Edit an existing program
Participation	
Outcomes	Ⓓ Work with funding source data
Reporting	Ⓘ Program Information Table
Reference Docs	

The next screen asks you to select a program. You will only have password access to one program, the one showing in the drop down box, so click Continue.

Edit Program (1 of 4)	
Select Program	Flois County [00002] ▼
CONTINUE ➡	

Your program name will appear at the top of the Edit Program screen. The Program ID will also appear; it is assigned by the FLOIS system.

Initial Funding Year is an optional field that will not be used until later. Do not change the setting for that field at this time. Note that the District name is a key field in FLOIS. Once this is set, do not change it. Please read the FLOIS note for the District.

Fill in the Target number of families for your program. The target number is shown in your funding application. If the application's target number has been amended, then fill in the amended target number.

The Program Coordinator is the person who has responsibility for oversight of the family literacy grant. The Program Technologist is the person who has primary responsibility for entering data into the FLOIS system.

When the information on the page is complete, click Continue.

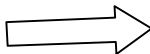| Edit Program (2 of 4)	
Program Name (Program's official title.)	Flois County
Program ID	00002
District	(No District) ▼ Please note that changing the district affiliated with this program will **not** affect the program's ID, because the original must be kept intact to preserve the relationships to all sites, staff members, and participants within the program. Thus, changing this entry will artificially limit the usability of **all** this program's entered data.
Initial Funding Year (This is an optional field.)	2005-2006 ▼
Target (# families targeted in original grant)	35
Program Coordinator's Name	Flois Jones
Program Technologist's Name	Guy Tech
CONTINUE ➡	

Enter the Street Address for your main program office.

If you wish to list an alternate mailing address, such as a post office box, list that in the Optional box at the bottom.

Click Continue when the information is complete.

Edit Program (3 of 4)	
Program	Flois County
Street Address	123 County Lane
Street Address 2	
City	Floisville
Zip	44444

Optional: alternative mailing address
Mailing Address
Mailing Address 2
Mailing City
Mailing Zip

CONTINUE ➡

Fill in the phone number, fax number, alternate email (optional), driving directions, and notes (optional) for the main program office. Click Save and Continue.

Edit Program (4 of 4)	
Program	Flois County
Phone Number	803-555-1111
Fax Number	803-555-1112
Email	fjones@flois.k12.sc.us
Alternate Email (Optional)	
Driving Directions (Optional; may be entered or edited later.)	I-20 east. Take exit 44. Turn left at stop s
Notes (Optional; may be entered or edited later.)	Center is open M-Thur 8:30-1:30

SAVE & CONTINUE ➡

You have now finished editing the information for your program.
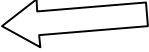Click Finish

Program Successfully Edited
The program has been successfully edited. Click here to return to the program edit page.
FINISH

If your program information changes (new phone numbers, new coordinator, etc.), you can go back and edit the information at any time.

Funding Source Data will be addressed in a separate workshop. Wait until you have participated in that workshop before entering the funding data for your program.

The Program Information Table shows program name and contact information for all of the family literacy programs entered into FLOIS. It also contains a link to location maps for programs and sites.
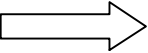
The Program Information Table is not password protected. Anyone who goes to the FLOIS site (www.bobpopp.com/flois) can click on this link and access the information.

Login: **floisb** Staff Member (Single program)	Program Level Information
Main Page	If your user account has appropriate credentials, you may access and modify program-specific information through this page. Depending on whether you have privileges to a single program or multiple programs within the state, options will be displayed below based on the account under which you are currently logged in.
Programs	
· Edit Program	
· Funding Sources	
· Program Table	
Sites	Select one of the options below:
Staff Members	
Enrollment	Edit an existing program
Participation	Work with funding source data
Outcomes	Program Information Table
Reporting	
Reference Docs	

Creating a Site

Your Family Literacy Program may have one site or more than one. You will create a site in FLOIS for each of your program sites.

Click Sites.

Login: **floisb** Staff Member (Single program)	Program Level Information
Main Page	If your user account has appropriate credentials, you may access and modify program-specific information through this page. Depending on whether you have privileges to a single program or multiple programs within the state, options will be displayed below based on the account under which you are currently logged in.

Select one of the options below:

⊙ Edit an existing program

Ⓓ Work with funding source data

Ⓘ Program Information Table |
Programs	
· Edit Program	
· Funding Sources	
· Program Table	
Sites	
Staff Members	
Enrollment	
Participation	
Outcomes	
Reporting	
Reference Docs	

A site is the name we use to identify a group of participants in a family literacy program. For example, Flois County has a Family Center where they have parent meetings. Adults go to the adult education building for their literacy classes; their children attend 3K and 4K classes at the Flois Elementary School. The parents and children come to the Family Center three afternoons a week for Interactive Literacy Activities.

One site is created in FLOIS for this group of families.

Another example of naming a site is the case where two different groups of families use the same site. For example, you might have a location that serves one group during the day and another group in the evening..
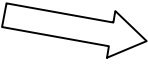
In this example, two sites were created in FLOIS. One for the Family Center Day Program and another for the Family Center Night Program.

As a new user, you will create a site in FLOIS for each distinct group of families that you serve. Many programs will have only one site. Some may have two or more.

Click Enter a new site.

Site Level Information

Login: **floisb**
Staff Member
(Single program)

Main Page

Programs

Sites

· Add New Site
· Edit Site
· Site Level Data
· Site Table

Staff Members

Enrollment

Participation

Outcomes

Reporting

Reference Docs

You may access and modify site-specific information through this page. Depending on your level of access to FLOIS, options will be displayed below based on the account under which you are currently logged in.

In FLOIS, **sites** are organized under **programs**. A site must "belong" to a program, but only one program. Programs typically consist of one or more sites. To create a site, or otherwise work with one within FLOIS, the program that the site belongs to must have been entered first.

Select one of the options below:

Enter a new site

Edit an existing site

Site Information Table

Monthly data entry

Waiting list data

© 2003-2006 S.C. Department of Education · Office of Early Childhood Education
This system designed and built by PFES / Mehl InfoTech, LLC · All rights reserved.

Enter the name of the site, site coordinator's name, and the name of the primary person who will be entering data into FLOIS.

Enter New Site (1 of 3)	
Site Name	
Program	Flois County [00002] ▾
Site Coordinator's Name	
Site Technologist's Name	
CONTINUE ➡	

If the site address is the same as the program address that you entered earlier, click the checkbox and the address will be filled in by FLOIS. If the site address is different, enter it on this page. If you want to list a different mailing address, such as a post office box, enter that information in the Optional section, then click Continue.

Enter New Site (2 of 3)	
Site	Floisville Center [0000213]
Program	Flois County [00002]
☑	Check to use the program's address instead for this site's address: 123 County Lane Way Out There Lane Floisville, SC 44444
Street Address 1	
Street Address 2 (Optional)	
City	
Zip	

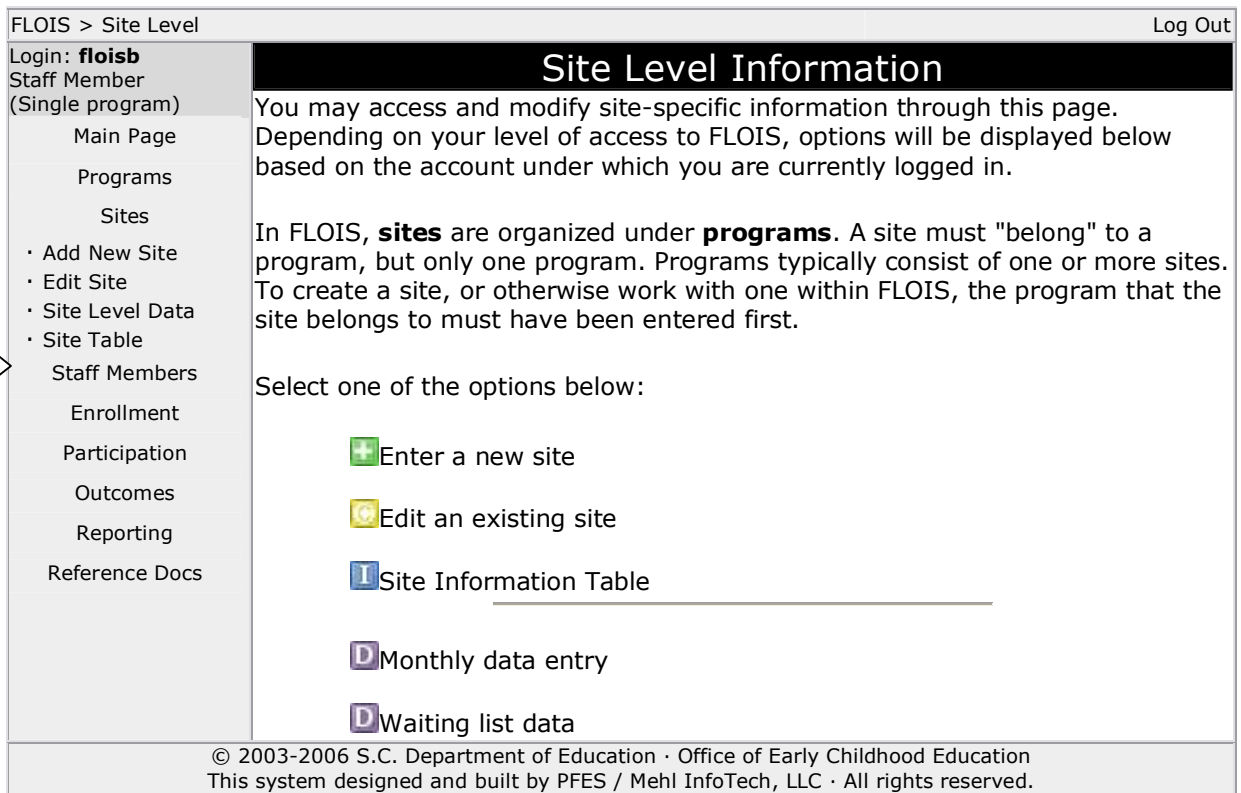| Optional: alternative mailing address	
Mailing Address	
Mailing Address 2	
Mailing City	
Mailing Zip	

CONTINUE ➡

Enter the phone number, fax number, email address, alternate email (optional), driving directions, and any explanatory notes (optional) for the site. Click Save and Continue.

Enter New Site (3 of 3)

Site	Floisville Center [0000213]
Program	Flois County [00002]
Phone Number	
Fax Number	
Email	
Alternate Email (Optional)	
Driving Directions (Optional; may be entered or edited later.)	
Notes (Optional; may be entered or edited later.)	

SAVE & CONTINUE ➡

The site information has been saved to FLOIS. Click Finish to continue.

New Site Successfully Entered

The site "Floisville Center" has been successfully entered. This site's editable settings can be accessed at the site edit page.

FINISH ⇐

The next step is to add Staff Members to your program site(s).
Click Staff Members.

FLOIS > Site Level | Log Out

Login: **floisb**
Staff Member
(Single program)

Main Page

Programs

Sites

· Add New Site
· Edit Site
· Site Level Data
· Site Table

Staff Members

Enrollment

Participation

Outcomes

Reporting

Reference Docs

Site Level Information

You may access and modify site-specific information through this page. Depending on your level of access to FLOIS, options will be displayed below based on the account under which you are currently logged in.

In FLOIS, **sites** are organized under **programs**. A site must "belong" to a program, but only one program. Programs typically consist of one or more sites. To create a site, or otherwise work with one within FLOIS, the program that the site belongs to must have been entered first.
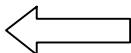
Select one of the options below:

Enter a new site

Edit an existing site

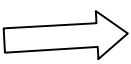Site Information Table

Monthly data entry

Waiting list data

Adding Staff Members

Staff members are linked to a site. Begin here to enter the staff members for your family literacy program site(s). Click Enter a new staff member.

Login: **floisb**	Staff Functions
Staff Member (Single program)	You may access and modify staff information through this page. Depending on your level of access to FLOIS, options will be displayed below based on the account under which you are currently logged in.
Main Page	
Programs	
Sites	In FLOIS, **staff** are organized under **sites**, which are in turn organized under **programs**. A staff member must be associated with a site. A site must "belong" to a program, but only one program. To enter or work with staff information, the site that the staff member belongs to must have been entered into FLOIS first.
Staff Members	
· Add New Staff	
· Edit Staff	
· Staff Table	
Enrollment	Note that staff information in this system is independent of FLOIS **User Accounts**.
Participation	
Outcomes	Select one of the options below:
Reporting	
Reference Docs	⊞Enter a new staff member ⇐
	⊙Edit an existing staff member
	ⅠStaff Information Table [Shows basic information about staff entered in FLOIS]

Choose the site where the staff member works. A staff member is associated with one site in FLOIS. If you have a staff member who works at more than one site, pick one site as their primary association for FLOIS, then click Continue.
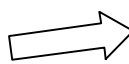
New Staff Member: Select Site
You have access to staff member information within multiple sites. To proceed, select the site.
Select Site   ○ **Bullitt** [0000211] - 2 staff members
○ **Family Literacy Center** [0000201] - 4 staff members
⇒ CONTINUE ➔

The Program and Site names will be filled in by FLOIS. Enter the staff member's last name, first name, and middle initial (optional). FLOIS will assign a unique ID for this staff member. Click Continue.

Enter New Staff Member (1 of 4)

Program	Flois County
Site	Family Literacy Center
Last Name	
First Name	
Middle Initial	
Staff ID	00002019004

CONTINUE ➡

Enter the contact information, job title, job title ID, and whether the position is full time or part time. Click Continue.

Enter New Staff Member (2 of 4)

Name	
Email	
Phone	
Cell Phone	
Job Title (The specific title designated by the program or site for which this staff member works.)	
Job Title ID (Select the best designation for this staff member's role.)	Adult/Parent Educator ▼
Time	○ Part-time
	⦿ Full-time

CONTINUE ➡

When you click Continue, FLOIS will take you to Page 4. Page 3 is under revision and will not appear.

Check the staff member's professional certificates, the funding source(s) for that position, and add any additional notes (optional). Then click Save and Continue.

Enter New Staff Member (4 of 4)

Name

Highest degree	High School Diploma ▾
Initial Year Hired	▾

Professional certificates
- ☐ Early Childhood
- ☐ Elementary Education
- ☐ Administration/Supervision
- ☐ Special Education
- ☐ Reading
- ☐ Other

Funding source(s)
- ☐ 21st Century Community Learning Centers
- ☐ ABC Child Care Voucher Program
- ☐ Act 135
- ☐ Adult Education
- ☐ AmeriCorps
- ☐ Barbara Bush Foundation
- ☐ County Literacy Association
- ☐ Department of Social Services (DSS)
- ☐ Department of Vocational Rehabilitation
- ☐ Duke Endowment
- ☐ etc

Notes (900 character limit)

SAVE & CONTINUE ➡

Click Finish and FLOIS will save the information.

New Staff Successfully Entered

The staff member has been successfully entered. This staff member's editable settings can be accessed at the staff edit page.

FINISH

The Monthly Data Entry and Waiting List Data sections will not be used this year. Do not enter data into those sections.

When all of your Staff Members have been entered, click Enrollment to begin entering your families into FLOIS.

Login: **floisb**
Staff Member
(Single program)

Main Page

Programs

Sites
· Add New Site
· Edit Site
· Site Level Data
· Site Table
  Staff Members

Enrollment

Participation

Outcomes

Reporting

Reference Docs

Site Level Information

You may access and modify site-specific information through this page. Depending on your level of access to FLOIS, options will be displayed below based on the account under which you are currently logged in.

In FLOIS, **sites** are organized under **programs**. A site must "belong" to a program, but only one program. Programs typically consist of one or more sites. To create a site, or otherwise work with one within FLOIS, the program that the site belongs to must have been entered first.

Select one of the options below:

Enter a new site

Edit an existing site

Site Information Table

Monthly data entry

Waiting list data

© 2003-2006 S.C. Department of Education · Office of Early Childhood Education
This system designed and built by PFES / Mehl InfoTech, LLC · All rights reserved.

Enrollment: Adding a New Family

Click Add a New Family (left column) or Enroll a new family (in center of page). Either choice will take you to the next step.

Enrollment

Login: **floisb**
Staff Member
(Single program)

- Main Page
- Programs
- Sites
- Staff Members
- Enrollment
- Family Enrollment
  - · Add New Family
  - · Edit Family
  - · Exit Family
  - · Re-Enroll Family
  - · Family Table
- Adult Enrollment
  - · Add New Adult
  - · Edit Adult
  - · Exit Adult
  - · Re-Enroll Adult
  - · Adult Table
- Child Enrollment
  - · Add New Child
  - · Edit Child
  - · Exit Child
  - · Re-Enroll Child
  - · Child Table
- Participation
- Outcomes
- Reporting
- Reference Docs

You may access and modify participant enrollment information through this page. Once enrollment information has been entered, there is little need for modifying or deleting it, as the **Participation** and **Outcomes** sections of FLOIS are used for updating participant progress. Depending on your level of access to FLOIS, options will be displayed below based on the account under which you are currently logged in.

In FLOIS, **all participants (adult and child)** are organized under **families**, which are grouped by **sites**, which are in turn organized under **programs**. A participant must be associated with a family; in fact, that family must be enrolled in the system before any of its participants can be entered here.

Family Enrollment
Enroll a new family
Edit an existing family's enrollment info
Exit a family (and participants)
Re-enroll an exited family (and participants)
Family Information Table

Adult Enrollment
Enroll a new adult participant
Edit an existing adult's enrollment info
Exit an adult
Re-enroll an exited adult
Adult Information Table

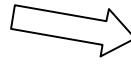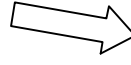| Child Enrollment |
| --- |
| Enroll a new child participant |
| Edit an existing child's enrollment info |
| Exit a child |
| Re-enroll an exited child |
| Child Information Table |

Choose the site where you want to enter a family and then click Continue.

New Family Enrollment: Select Site

You have access to participant information within multiple sites. To proceed, select the site in which you wish to work.

Select Site ◉ **SiteName** [0000207] -

CONTINUE ➡

Enter the last and first name of the family's Contact Person. Middle initial is optional. The default setting for "Even Start Family?" is No. There is no need to change that setting unless you have an Even Start grant. The dropdown box for Household Composition provides options for single parent (male or female), married couple, and multigenerational households. If none of these apply, choose Other. Click Continue when the information is complete.

New Family Enrollment (1 of 4)

Program	Flois County
Site	Appleville
Family ID	0000207-1005
Contact Person's Last Name	Smith
First Name	Mary
Middle Initial	N
Even Start Family?	○ Yes ◉ No
Household Composition	Single female ▾

CONTINUE ➡

Indicate whether the family qualifies for free lunch (yes or no). If you do not have access to that information, you can use the Department of Health and Human Services (HHS) Poverty Guidelines as a proxy measure. The HHS guidelines are found in the downloadable copy of the Family Risk Indicators Manual (see link at bottom of page). If the family falls below the poverty level, check Yes for "Free Lunch?" Complete the remaining information and click Continue.

New Family Enrollment (2 of 4)	
Family ID	0000207-1005
Contact Person	Mary Smith
Reduced Lunch? (Does the family qualify for or receive free or reduced school lunch for children?)	Yes ▼
Primary Language	◉ English ○ Spanish ○ Other (Specify:) ___
Family Risk Indicators (Check any that apply)	☐ Receives TANF ☐ Receives SSI ☐ Receives Medicaid ☐ Foster care ☐ Homeless family ☐ Incarcerated parent ☐ Abusive adult in home ☐ Drug/alcohol abuse in home ☐ Teen parent ☐ Parent lacks G.E.D. and H.S. Diploma ☐ Limited English Proficiency ☐ Poor social skills ☐ Frequent relocation of family ☐ Family income below HHS Poverty Guideline

Download the Family Risk Indicators Manual
To save directly to your PC, right-click the link and select "Save link as..." or "Save target as..." (Requires Adobe Reader.)

Enroll Date (Earliest date of enrollment for any family member.)	08/18/2006

CONTINUE ➡

Fill in the family's address and click Continue.

New Family Enrollment (3 of 4)

Family ID	0000207-1005
Contact Person	Mary Smith
Street Address 1	
Street Address 2	
City	
Zip	

CONTINUE →

Fill in the number of persons residing in the home who fall in the age ranges shown below. Click Save and Continue.

New Family Enrollment (4 of 4)

Family ID	0000207-1005
Contact Person	Mary Smith
Number of Adults	0
Number of Teens	0
Number of Children 8 to 12	0
Number of Children 5 to 7	0
Number of Children 3 to 4	0
Number of Children Under 3	0

SAVE & CONTINUE →

Enrollment: Adding Adults

FLOIS will take you to a page where you can enter additional information about the parent that you listed as the contact adult. FLOIS automatically enters the Participant ID and Name. Fill in the date of birth and Social Security Number (optional) and click Continue.

New Adult Participant Enrollment (2 of 4)	
Participant ID	0000207-1005A01
Last Name	Smith
First Name	Mary
Middle Inital	
Date of Birth	
Social Security #	
CONTINUE ➡	

Fill in the remaining demographic information. Add notes if desired (optional), then click Continue.

New Adult Participant Enrollment (3 of 4)	
Participant ID	0000211-1003A01
Name	Mary Smith
Sex	○ Male ○ Female
Is the participant hispanic/latino?	○ Yes ○ No
Race (U.S. Census category)	Other
Notes on Race (Optional; may be entered or edited later.)	
CONTINUE ➡	

Fill in the remaining demographic information and the enrollment date. Click Save and Continue.
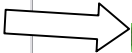
New Adult Participant Enrollment (4 of 4)

Participant ID	0000211-1003A01
Name	Mary Smith

Relationship Status
- ○ Married
- ○ Widowed
- ○ Divorced
- ○ Separated
- ○ Never Married
- ○ Other

Last Completed Grade
- ○ Kindergarten
- ○ Grade 1
  ………………(grades 2 through 11)
- ○ Grade 12
- ○ High School Graduate
- ○ GED Graduate
- ○ Attended College
- ○ Did not attend school
- ○ Other

Did this participant attend school in the US?   ⦿ Yes   ○ No

Employment Status
- ○ Employed full-time
- ○ Employed part-time
- ○ Unemployed, on disability
- ○ Unemployed, exemption from work
- ○ Unemployed, cannot find a job
- ○ Unemployed, not looking for a job
- ○ Unemployed, reason unknown
- ○ Unemployed, other

Enrollment Date   08/27/2006

SAVE & CONTINUE ➡

If there is a second adult from the household/family who is participating in the family literacy program, click "Enter another adult for this Family" and follow the prompts.

New Participant Successfully Entered

The adult participant **a, a - ID 0000211-1003A01 -** has been successfully entered. This participant's editable settings can be accessed at the adult participant enrollment edit page.

Enter additional participants:

➕ Enter another adult for this FAMILY | SITE | PROGRAM
➕ Enter a child for this FAMILY | SITE | PROGRAM

Edit existing participants:

🔄 Edit an adult for this FAMILY | SITE | PROGRAM
🔄 Edit a child for this FAMILY | SITE | PROGRAM

FINISH

When all of the adults from the family (who are participating in the family literacy program) are entered in FLOIS, the next step is to enter the children. Click "Enter a child for this Family."

Enrollment: Adding Children

Enter the children in the family who are participating in the family literacy program. Click "Enter a child from this Family."

New Participant Successfully Entered

The adult participant **a, a - ID 0000211-1003A01 -** has been successfully entered. This participant's editable settings can be accessed at the adult participant enrollment edit page.
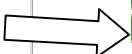
Enter additional participants:

➕ Enter another adult for this FAMILY | SITE | PROGRAM
➕ Enter a child for this FAMILY | SITE | PROGRAM

Edit existing participants:

🔄 Edit an adult for this FAMILY | SITE | PROGRAM
🔄 Edit a child for this FAMILY | SITE | PROGRAM

FINISH

Identify the family for whom you are entering a child

New Child Participant Enrollment (1 of 4)	
Program	Flois County
Site	Appleville
Family ID	0000211-1003- 0 children

CONTINUE ➡

Enter the child's name and date of birth.

New Child Participant Enrollment (2 of 4)	
Participant ID	0000211-1003C01
Last Name	Smith
First Name	Melissa
Middle Inital	
Date of Birth	10/3/2003

CONTINUE ➡

Enter the child's demographic information.

New Child Participant Enrollment (3 of 4)	
Participant ID	0000211-1003C01
Name	Smith, Melissa
Social Security #	
Sex	○ Male ○ Female
Is the participant hispanic/latino?	○ Yes ○ No
Infant/Toddler/Preschool or School-Age?	○ Infant/Toddler/Preschool ○ Schoolage
Race (U.S. Census category)	Other ▼
Notes on Race (Optional; may be entered or edited later.)	

CONTINUE ➡

Enter the previous educational placement for the child, the current placement, and the enrollment date. Click Save and Continue.

New Child Participant Enrollment (4 of 4)

Participant ID	0000211-1003C01
Name	Smith, Melissa
Previous Grade	○ Infant/Toddler
	○ Early Head Start
	○ Head Start
	○ Early Reading First
	○ PreK 3 yr. old
	○ PreK 4 yr. old
	○ PreK 5 yr. old
	○ Kindergarten
	○ …………(Choices for Grades 1-12)
	○ None
	○ Other
Current Grade	○ Infant/Toddler
	○ Early Head Start
	○ Head Start
	○ Early Reading First
	○ PreK 3 yr. old
	○ PreK 4 yr. old
	○ PreK 5 yr. old
	○ Kindergarten
	○ …………(Choices for Grades 1-12)
	○ None
	○ Other
Enrollment Date	08/27/2006

SAVE & CONTINUE ➡

There are several options for adding additional adults and children to FLOIS. When you have finished entering adults and children into FLOIS, click Finish.

New Participant Successfully Entered

The child participant **Smith, Melissa - ID 0000211-1003C01 -** has been successfully entered. This participant's editable settings can be accessed at the child participant enrollment edit page.

Enter additional participants:

➕ Enter another child for this FAMILY | SITE | PROGRAM
➕ Enter an adult for this FAMILY | SITE | PROGRAM

Edit existing participants:

🔄 Edit a child for this FAMILY | SITE | PROGRAM
🔄 Edit an adult for this FAMILY | SITE | PROGRAM

FINISH

When you click Finish, FLOIS takes you to the Family Functions page.

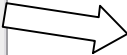Do not use the Exit or Re-Enroll functions of FLOIS for now. These functions will be covered in future trainings. If a family exits your program, record that on the paper data forms, but do not exit them from the FLOIS system until we cover that in the future FLOIS training sessions.

FLOIS > Family Functions	Log Out

Main Page

Programs

Sites

Staff Members

Enrollment

Participation

Outcomes

Reporting

Reference Docs

Family Functions

You may access and modify Family information through this page. Depending on your level of access to FLOIS, options will be displayed below based on the account under which you are currently logged in.

In FLOIS, **families** are organized under **sites**, which are in turn organized under **programs**. A family and its members must be associated with a site. A site must "belong" to a program, but only one program. To enter or work with family information, the site that the family and its participants "belongs to" must have been entered into FLOIS first.

ENROLLMENT:

Enter a new family

Edit an existing family

- Exit a currently enrolled family
- Re-enroll a currently exited family

Family Information Table [Shows basic information about families entered in FLOIS]

OUTCOMES:

Parenting Education Profile

The link to the Family Information Table takes you to a page that shows all of the enrolled families. Click Family Information Table.

Family Functions

You may access and modify Family information through this page. Depending on your level of access to FLOIS, options will be displayed below based on the account under which you are currently logged in.

In FLOIS, **families** are organized under **sites**, which are in turn organized under **programs**. A family and its members must be associated with a site. A site must "belong" to a program, but only one program. To enter or work with family information, the site that the family and its participants "belongs to" must have been entered into FLOIS first.

ENROLLMENT:

Enter a new family

Edit an existing family

- o   Exit a currently enrolled family
- o   Re-enroll a currently exited family

Family Information Table [Shows basic information about families entered in FLOIS]

OUTCOMES:

Parenting Education Profile

The Family Information Table shows basic enrollment information for the families entered into FLOIS. The choices in the tool bar at the top allow you to sort the families by Contact Person, ID, Site, Program, District, and Enrollment Date.

If you click View, FLOIS shows the family enrollment information and the adults and children who have been entered in the system. This page also giv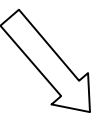es you the option of entering additional adults or children and the option of editing information for adults and children already in the system

If you click Edit, FLOIS takes you directly to the editing screens for the family information.

Family Enrollment Information

Sort by: CONTACT PERSON | ID | SITE | PROGRAM | DISTRICT | ENROLL DATE

Family ID	0000211-1003
Contact Person	**Smith, Mary**
Site	Appleville
Program	Flois County
District	(This family is not associated with a district.)
Even Start Family?	Yes
Household Comp.	Single female
Reduced Lunch	Yes
Primary Language	English
Enroll Date	08/25/2005
Address	SC
	Adults: 1 Children 5-7: 0 Teens: 0 Children 3-4: 1 Children 8-12: 0 Children under 3: 0
Enrolled?	yes
Details	VIEW EDIT

Click Log Out when you have finished entering and editing information
and are ready to exit FLOIS.

  Log Out

Family Enrollment Information Table

Login: **floisb**
Staff Member
(Single program)

Main Page

Programs

Sites

Staff Members

Enrollment

Program: Flois County [00002]   CONTINUE ➡

Site: Family Literacy Center [0000201]   CONTINUE ➡

⬅ RETURN

The next training module will introduce the sections in FLOIS where you can record
adult and child participation in services.

That training session will be offered through web-based meetings at multiple times on
September 21, 22, and 28. Ruth Nodine will provide information about how to sign up
for one of the training sessions.

What should I do when I get back home?

1. When you receive your login ID and password, file a copy in a secure place.
2. Login to FLOIS and follow the sequence presented at the workshop.
3. Complete your program's contact information.
4. Create sites for all of your family literacy program sites.
5. Enter staff member information for each site.
6. Enroll families for each site.
7. Add adult and child information for your enrolled families.

Where can I get help?

Contact Ruth Nodine by email, phone, or fax with your question.

Ruth G. Nodine, Even Start State Coordinator
SC Department of Education
Office of Early Childhood Education
Landmark II, Suite 101
3700 Forest Drive
Columbia, SC 29204-4010
Phone: 803-734-3540
Fax: 803-734-8343
E-Mail: rnodine@ed.sc.gov

If you receive an error message while working in FLOIS, please copy the message into a Word file and send us an email with that file attached. Our programmers will address the problem and notify you when it is fixed.